

The Board of Commissioners is responsible for the appointment of the following positions: [Clerk to the Board](#)

, [County Manager](#)

, [County Attorney](#)

and

[Tax Administrator](#)

. These positions report directly to and serve at the pleasure of the Board.

### ***Clerk to the Board of Commissioners***

Laura M. Williams was appointed as Clerk to the Board of Commissioners on May 10, 2010, and previously served as Clerk in 2007. The Clerk is one of the oldest positions in local government and each city and county in North Carolina is required to have a Clerk for its governing board. The Clerk's office maintains all the official records kept by the Board of Commissioners, including ordinances, leases, resolutions, contracts, etc. that are considered or adopted by the Board of Commissioners. These documents are officially recorded and held in the Clerk's office for public inspection. Other duties include providing statutory notice of meetings, administering oaths of office, and the preparation of minutes, agendas, legal notices, and other county records. The Board's agenda can be accessed on line for your convenience.

### **Location and Hours of Operation**

The Clerk's office is located on the 2nd floor of the Historic Courthouse in Carthage, North Carolina. Office hours are Monday through Friday 8:00am – 5:00pm.

### **Contact Information**

Laura M. Williams  
(910) 947-6403 – phone  
(910) 947-1874 – fax  
[clerktoboard@moorecountync.gov](mailto:clerktoboard@moorecountync.gov)

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### ***County Manager***

T. Cary McSwain was appointed County Manager on June 4, 2007. The County Manager serves as the Chief Executive Officer of Moore County Government. In addition to carrying out the day-to-day management and administration of the County, the County Manager is responsible for implementing policies established by the Board of Commissioners, coordinating the work of all County agencies, and representing the County in dealings with other

governmental units and agencies. The Manager's duties include preparing and presenting to the Board of Commissioners the proposed County of Moore budget, recommending new and revised policies and programs to the Board of Commissioners, and implementing policies, procedures, projects, programs, and services as directed by the Board of Commissioners.

### **Location and Hours of Operation**

The County Manager's office is located on the 2nd floor of the Historic Courthouse in Carthage, North Carolina. Office hours are Monday through Friday 8:00am – 5:00pm.

### **Contact Information**

T. Cary McSwain

(910) 947-6363 – phone

(910) 947-1874 – fax

[cmcswain@moorecountync.gov](mailto:cmcswain@moorecountync.gov)

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### ***County Attorney***

Misty Randall Leland was appointed County Attorney on April 2, 2007. The County Attorney is appointed by the Board of Commissioners to serve as a legal advisor to the Board, the County Manager and department heads on all legal matters related to the operation of County government ensuring that actions of Moore County are conducted in accordance with federal, state and local laws. The County Attorney is also responsible for drafting or supervising the drafting of all ordinances and legal documents, prosecuting local ordinance violations, providing legal opinions on all laws, contracts, leases and other legal documents and representing the County before judicial and administrative agencies in civil litigation proceedings. Criminal matters in the County are handled by the District Attorney's Office.

### **Location and Hours of Operation**

The County Attorney's office is located on the 3rd floor of the Historic Courthouse in Carthage, North Carolina. Office hours are Monday through Friday 8:00am – 5:00pm.

### **Contact Information**

Misty Randall Leland

(910) 947-3200 – phone

(910) 947-3612 – fax

[mrandall@moorecountync.gov](mailto:mrandall@moorecountync.gov)

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### ***Tax Administrator***

J. Wayne Vest was initially appointed Tax Administrator for a four year term on June 4, 2007

and was reappointed on May 17, 2011 for an additional four year term through May 31, 2015. The Tax Administrator serves as the Assessor and Collector and is responsible for ensuring the listing, appraising, assessing, billing, and collecting of all real property, personal property, and motor vehicles within Moore County as required by and in accordance with North Carolina General Statutes. The Tax Administrator also provides reports and updates as necessary to the Board of Commissioners related to assessing and collecting activities, and works closely with the North Carolina Department of Revenue on related taxation matters.

### **Location and Hours of Operation**

The Tax Department is located on the 1st floor of the Historic Courthouse in Carthage, North Carolina. Office hours are Monday through Friday 8:00am – 5:00pm.

### **Contact Information**

J. Wayne Vest

(910) 947-4101 – phone

(910) 947-6340 – fax

[wvest@moorecountync.gov](mailto:wvest@moorecountync.gov)

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